

## ABSTRACT OF THE DISCLOSURE

In an information data management apparatus, an available capacity for storage is ensured when information data is input and that information data is to be stored in a data storage unit. A process of  
5 reducing or compressing data is carried out on at least one of predetermined information data and summary data that indicates succinctly the contents of the predetermined information data. The predetermined information data and summary data are stored in correspondence in the data storage unit. The other data not subjected to reduction or compression remains in the  
10 data storage unit in the intact state. By presenting and confirming the other data left, the user can perceive the contents of corresponding information data succinctly when the other data is summary data. When the other data is information data, the details of the contents of the information data can be acquired.